

# Curriculum Vitae Format & Common Questions

**Name & Contact Information** (no specific format; all other areas should be chronological – oldest to newest with dates aligned to the left margin for all sections)

**Chronology of Education** **Month/Year, no gaps** (Include any leaves, military, etc.)

- All colleges and universities attended
  - Institutions, degrees and dates awarded
- Title of doctoral dissertation/master's thesis and name of director/advisor
- Major field(s)
- Board Certifications & Licenses

**Chronology of Employment** (Include active and Shared Appointments at UA) **Month/Year, no gaps**  
**Honors and Awards** (**Do not** include grants, **do** include Visiting Professorships, Teaching Awards, Patents, etc.)

- Honorary membership in a society (e.g. Fellow, American College of Cardiology)

**Service/Outreach** (**Limited to time in current rank**) List year “2015” or years “2015-2017” or “2018 –” for current

*Create a separate section for each of the following categories:*

- Local/state outreach **Memberships on local/state committees, organizations**
- National/international outreach **Memberships on nat'l/internat'l committees, organizations**
- Departmental committee(s) **Example: Dept. of Medicine Executive Committee, etc.**
- College committee(s) **Example: College of Medicine Curriculum Committee, etc.**
- University committee(s) **Example: Ombuds Committee, etc.**
- Other committees (internal or external) **Boards (Editorial Boards), discussion groups, etc.**

**Publications/Creative Activity** (**Break out by Published or Accepted in Chronological Order** [oldest to newest]) **ORCID ID#** (16-digit number assigned once you register: <https://orcid.org/> Place directly under, **Publication / Creative Activity**)

*Place a \* to the left of any publication title substantially based on work done as a graduate student. Provide English translations of titles for foreign publications. Include all publication information, including page numbers and the sequence of co-authors' names. **Bold candidates name**, include PMID and spell out acronyms.*

- Scholarly books and monographs (distinguish scholarly works vs. textbooks)
- Chapters in scholarly books and monographs
- Refereed journal articles, published or accepted in final form
- Other peer-reviewed publication; electronic publications

**Work in Progress** (May include publications and other creative activities)

**Media** (May include performances, exhibits, shows, recordings, CD's, web-based material, patient education material)

**Conferences/Scholarly Presentations** (**Limited to time in current rank**)

*Create sections for invited and submitted presentations. Provide presentation title, group/meeting and location for each*

- Colloquia, Seminars, Symposia, Conferences [Peer reviewed abstracts can be added at the end]
  - The first section should be invited talks
  - Each section can be divided into regional, national or international

**Awarded Grants and Contracts** (If grant title is not descriptive, a 1 or 2 line description can be added)

**List dates & percent effort on grant; role [PI, Co-PIs]; all co-PIs; source and amount; include a pending section**

- Categorize by: Federal, State, Industry, Private Foundation
- Use NIH formatting - NIH Example can be found here: [https://grants.nih.gov/grants/funding/phs398/competing\\_othersupport.pdf](https://grants.nih.gov/grants/funding/phs398/competing_othersupport.pdf)

**List of Collaborators and their Organizational Affiliations – in alpha order by last name**